

## Intern Position Description

**Position Title:** Navy League Intern

**Organization:** Hampton Roads Naval Museum (HRNM), Norfolk, Virginia

**Anticipated Start Date:** Summer (10 weeks)

**Application Deadline:** Fourth Monday in April

**Hours per week:** 20

**Supervisor:** Volunteer Coordinator/Director of Education

**Wage:** \$3,000 stipend (\$300/week)

**About:** This internship is funded by the Navy League of Hampton Roads for graduate-level students who wish to gain professional experience in an official U.S. Navy Museum.

**Benefit to Intern:** The Navy League Intern, under the direction of professional staff, will complete a significant, measurable, hands-on project that aligns with their academic and career goals. In addition to the main project, the intern will gain exposure to diverse aspects of museum work through participation in museum events and interviews with staff. Students may earn academic credit if allowed by their institution.

**Work Conditions:** Office/museum environment with occasional remote work. Evenings, weekend, and holiday work may be required.

### Position Description

The Navy League Intern will:

- Work with staff to select and define the scope of their primary work project that 1) aligns with the intern's interests and the museum's needs 2) provides depth and rigor appropriate for an emerging museum professional at the graduate level 3) is suitable to the 10-week timeframe.
- Take responsibility for project completion. Arrange regular meetings (e.g. weekly) with project supervisor to discuss progress and approach.
- Learn the content of the museum's permanent and temporary exhibits (training provided).
- Work with museum staff to identify areas for improvement, growth and increased efficiency.
- Maintain a log of activities and accomplishments and submit weekly updates to project supervisor.
- Abide by all museum policies and procedures.
- Record hours of duty after each work period.

### Qualifications:

Level: Graduate degree in progress or recently earned

Major: Museum Studies or related (History, Social Science, Education, Art, Design, Communications, etc.)

GPA: 3.0+ (if below 3.0, please explain via cover letter).

The ideal candidate will possess:

- A passion for museum work and desire to pursue a museum-related career as demonstrated by relevant coursework.
- Experience in traditional and digital research methods.
- Excellent oral and written communication skills as evidenced through cover letter and personal interview.

### Application Procedure:

Complete online application (application requires upload of resume and unofficial transcripts) at <http://bttr.im/0k234>. Submit a cover letter detailing your interest in the role to Ms. Darcy Sink, volunteer coordinator, Hampton Roads Naval Museum. Direct application inquiries to the same: 757-322-2992, [darcy.n.sink.civ@us.navy.mil](mailto:darcy.n.sink.civ@us.navy.mil).